

PAYROLL PROCEDURES MANUAL

TABLE OF CONTENTS (Revised 01/08)

SECTION	A	<u>INTRODUCTION</u>
	001	Uniform State Payroll System
	013	Telephone Contacts
	014	Transmitting Payroll Documents via FAX
SECTION	B	<u>CODES</u>
	001	Payroll Codes
	016	Deduction Codes
	031	Organization Codes
	036	Earnings ID
	075	Alpha Deduction Descriptions
	100	Alpha Agency Codes
	101	Numeric Agency Codes
SECTION	C	<u>POSITION PROCESS</u>
	001	Overview
	100	Agency Code Assignment
	200	Payroll Headers
	300	Established Positions
	400	Blankets
	500	Annual Reports
SECTION	D	<u>ATTENDANCE REPORTING</u>
	001	Regular Daily Attendance
	004	Positive Attendance Roll Codes
	009	Employee Time Certification (Retroactive)
	100	Absence Without Pay (Docks)
	200	Schedules: Cycles/Cutoffs/Transfer Dates Biweekly Pay Periods/Deductions
SECTION	E	<u>DISABILITY</u>
	001	Overview
	100	Non-Industrial Disability Insurance (Civil Service) Enhanced NDI Calculator – Civil Service
	200	LC 4800 Tax Refund
	300	Temporary Disability Leave (Civil Service)
	400	Industrial Disability Leave (Civil Service)
	425	IDL/S/CSU
	450	IDL/S/Civil Service
	500	Non-Industrial Disability Insurance (CSU)
	600	Temporary Disability Leave (CSU)
	700	Industrial Disability Leave (CSU)
	800	State Disability Insurance
SECTION	F	<u>ACADEMIC</u>
	001	Academic Payments
	100	Student Assistants/Temporary Help

200 Summer Session Payroll

SECTION G MISCELLANEOUS PAYMENTS

001 Overview
020 Overtime
040 Personal Leave Buy Back/Cash-Out
050 Shift Differential
100 Awards/Bonuses/Pay Differentials/Special Pays
150 Fringe Benefit/Employee Business Expenses via PIP
200 Fire Mission (Deleted 11/1002)
300 Folio Pay
400 CSU Maternity Leave (Deleted 11/2002)
500 Military Leave
600 Out-of-State Pay (Dept. of Insurance)
700 Trade Rate Benefit
825 Out-of-Class Assignment Pay
925 Holiday Pay
950 Planned Overtime Pay
955 Civil Service PIP Exceptions Transmittal/Attachment to Form 674

SECTION H DEDUCTIONS

001 Deduction Procedure Under USPS
014 Administrative Cancellation Voluntary Deductions

Mandatory

100 Income Tax
107 Federal
109 State – California Personal Income Tax
150 Earned Income Credit
200 Retirement
225 Survivor Benefit
250 Social Security
257 Social Security/TDL Leave/Disability Refund
260 Medicare/TDL Leave/Disability Refund
270 Medicare
300 Levy on Earnings (Garnishments)
327 Wage Earner Plan
400 Fair Share
675 California State Library

Voluntary

285 Voluntary Child Support
500 Salary Reductions
503 Deferred Compensation Plan
507 Tax Shelter Annuity Plan

Miscellaneous Voluntary Deductions

600 Credit Union, Dues, Organization Sponsored Insurance
610 Benefit Trust Fund
620 United States Savings Bond
630 Charitable Contribution
650 Maintenance – Fixed and Variable
660 Parking
670 State Agency Program Fees (CCC Fingerprint Fees)

680	County Miscellaneous
690	Domestic Partner Benefits
700	Basic Life Insurance
710	Dental Insurance
720	Health Benefit Insurance
730	Vision Insurance
740	Long -Term Disability (CSU)
750	Flexible Benefits
770	Long -Term Disability (Civil Service)
780	Consolidated Benefits (CoBen)
800	Group Legal Services Plan
825	Family and Medical Leave Act
830	Temporary Disability Without Supplementation
850	Additional Retirement Contribution Plan
860	Parking Reimbursement Account (CS)

SECTION I GENERAL

001	Accounts Receivable
050	Nonresident Alien Tax Treaty Exempt Wages
178	Agency Collection Accounts Receivable
180	Refund of Over Collections
200	Subpoena Process
	Warrant Process
300	Payroll Revolving Fund Transfers
310	Redeposit of SCO Payroll Warrants
320	Payroll Warrants Lost/Destroyed
330	Stale Dated Warrants
400	Suspended Transaction/Payment
500	Signature Authorization
600	Statutory Payroll
700	Form W-2
750	Statement of Earnings and Deductions
800	Internal Revenue Service Determination Letters
900	Deceased Employees' Wages

SECTION J DIRECT DEPOSIT

SECTION K PIP SYSTEM INSTRUCTIONS

001	General Information
100	Preloaded Batches
200	Scratch Batches
300	Miscellaneous
400	Inquiry
500	Messages

**SECTION L IDL SUPPLEMENTATION CALCULATOR USER
INSTRUCTIONS (SC)**

**SECTION M MASTER PAYROLL CERTIFICATION (MPC) SYSTEM
INSTRUCTIONS**

001	General Information
-----	---------------------

100	Menu Screen
200	Certification Status Screen
300	Add Agency/Reporting Unit Screen
400	Messages

SECTION N NON UNIFORM STATE PAYROLL SYSTEM & FRINGE BENEFITS / EMPLOYEE BUSINESS EXPENSES

100	Non-USPS
103	Salary Advances
177	Third-Party Sick Pay
120	Fringe Benefits/Employee Business Expenses
125	Aircraft
127	Awards/Bonuses/Incentives
129	Cars
130	Car Mileage
131	Educational Assistance
132	Electronic Devices
133	Entertainment Expenses
135	Housing/Lodging
137	Life Insurance
139	Loan Programs
141	Long Term Travel
143	Meals - Non Travel
145	Meals and Lodging - Travel
147	Moving Expenses
149	Out Placement
150	Professional/Non-Professional Dues/Memberships/Licenses
151	Scholarships
153	Tickets
157	Tips/Gratuities
159	Tool Allowances
161	Transportation Subsidies
163	Uniform Allowances
170	Reporting Requirements for Fringe Benefits/Employee Business Expenses
171	Withholding Requirements
172	Forms
173	Item Code and Item Description (Chart)
174	Correcting Documents
175	Special Accounting Period
176	Telephone Contacts (FB/EBE Reporting)

SECTION Z ATTACHMENTS

001	Index
-----	-------

ALPHABETICAL INDEX (A [B](#) [C](#) [D](#) [E](#) [F](#) [G](#) [H](#) [I](#) [J](#) [L](#) [M](#) [N](#) [O](#) [P](#) [R](#) [S](#) [T](#) [U](#) [V](#) [W](#) [Y](#))

(Revised 06/05)

- A -

Absences Without Pay (Dock)	D 100
Academic Pay Plan	F 001

Account Receivable	I 001
Account Receivable Codes	B 014.2
Acronyms	- 1 -
Additional Retirement Contribution Plan	H 850
Adjustment Codes	B 005
Administrative Cancellation of Deductions	H 014
Administrative Leave Termination Pay	G 100
Advanced Education Differential	G 100
Advanced P.O.S.T. Certification Stipend	G 100
Agency Code Request/Assignment	C 100
Agency Codes	B 100
Agricultural Pest Control Licenses Differential	G 100
Aircraft Reimbursements	N 125
Aircraft Pilot Dual License Differential	G 100
Annual Home Leave	G 100
Annual Leave Buy Back	G 100
Annual Recruitment & Retention – Personnel Services Specialist/Supervisor and Payroll Services Specialist/Supervisor	G 100
Annual Reports	C 500
Asbestos Pay Differential	G 100
Asbestos/Hazardous Material Training Allowance or Certification	G 100
Assistant Chief Differential	G 100
Assistant Chief Counsel and Chief Counsel II, CEA Pay Differential	G 100
Assistant Land Surveyor/Associate Land Surveyor Party Chief Pay Differential	G 100
Attachments Index.	Z 100
Assistive Technology Specialist Pay	G 100
Attendance Reports	D 001
Attorney Differential Pay	G 100
Authorized Signature	I 500
Automobile Allowance (CSU)	G 100
Automobile Allowance (CSU) & Judicial Council	G 100
Avalanche Control Pay	G 100
Awards (Miscellaneous Payments)	G 100, 004
Awards/Bonuses/Incentives (Non-Cash or Cash Equivalent)	N 127

Backflow Testing License/Water Treatment Operator Certificate or Renewal Allowance	G 100
Bankruptcy (Wage Earner Plan)	H 327
Basic Allowance Housing	G 100
Basic Allowance Subsistence	G 100
Basic Life Insurance Deduction	H 700
Bay Area Recruitment and Retention Pay Differential	G 100
Benefit Program Specialist Incentive	G 100
Benefit Trust Fund Deduction	H 610
Bicycle Mileage/Miscellaneous Bicycle Fees.	N 128
Bilingual Pay	G 100
Bilingual Pay/Physical Performance	G 100
Blanket Position	C 400
Board of Equalization (for tax collection)	H 300
Bonds (U.S. Savings)	H 620
Bonuses	N 127
Budget Function	C 300
Business Building Incentive Program	G 100
Business Calls	G 100
Business Month	A 004

- C -

Calculator User Instructions - IDL/S (Civil Service)	L 001
Calendaring Function	G 100
California Energy Resources Scheduling	G100
California Personal Income Tax	H 109
Call Back Mileage	N 130
Caltrans Long Term Differential	G 100
Caltrans Maintenance Supervisor/Tree Maintenance Supervisor, Caltrans Bonus	G 100
Caltrans Safety Bonus	G 100
Caltrans Shower/Locker Facility	H 670
Canine Differential	G 100
Car/Van Pool	N 161
Car Milage.	N 130
Career Supervisory Assignment/Career Management Assignment Bonus . .	G 100
Career Supervisory Assignment/Career Management Assignment Recognition Pay	G 100
CCC Bonus Pay	G 100

CEO Skill Pay	G 100
Certified Backflow Tester Differential	G 100
Certified Nursing Assistant/EMT Pay Differential	G 100
Chapters VII and XIII	H 327
Charitable Contribution Deduction	H 630
Chief, Legislative and Public Affairs, CEA I Differential Pay	G 100
Child Support Court Order	H 300
CHP Fleet Administration Lead Differential.	G 100
Clearance Type Codes	B 010
Clearance (Fund Transfers)	I 300
Climbing Pay Differential	G 100
Clinical Supervision – Psychologist.	G 100
Clinical Supervision – Psychiatric Social worker.	G 100
CMA Vacation Cash-Out	G 100
Coaching Differential Pay (Department of Education)	G 100
Codes (Payroll)	B 001
Commanding Officer, Training Ship, CMA Cruise Pay Differential	G 100
Commercial Drivers License Differential	G 100
Commercial Drivers License Differential (Class A)	G 100
Commercial Drivers License Differential (Class B)	G 100
Commercial Drivers License Differential (Class A or B)	G 100
Commercial Drivers License Relief Examiners Differential	G 100
Communications Operator-in-Charge Differential	G 100
Commuter Mileage	N 130
Compensation Insurance	E 300
Cook/Deckhand Differential.	G 100
Cost/Contingency Reserve	H 725
County Miscellaneous	H 680
Credit Union Deduction	H 600
CSU - Pay Plan	F 001

- D -

DNA Pay Differential	G 100
Deceased Employees' Wages	I 900
Deductions (also listed by specific type)	H 001
Deduction Cancellation (Administrative)	H 014

Deduction Codes	B 016
Deferred Compensation	H 503
Dental Assistant Certification Pay	G 100
Dental Insurance Deduction	H 710
Department Chair Stipend	G 100
Deputy General Counsel, PERB, CEA Differential Pay – Excluded Employee	G 100
Dictaphone Pay Differential	G 100
Direct Deposit	J 001
Disability Compensation	E 001
Disability Evaluation Analyst (Pilot)	G 100
Disaster Assistance Technical Resource Related Work Differential	G 100
Discount Travel/Transit Pass	N 161
Distinguished Teaching Award	G 100
Diving Pay	G 100
Dock	D 100
Dues Deduction	H 600
Dues/Membership Professional/Nonprofessional	N 150
Duplicate Warrant	I 320

- E -

Earned Income Credit	H 150
Earnings Statement Deduction Descriptions	B 075
Earnings Statement Descriptions	B 002, 003
Educational Assistance	N 131
Educational Differential Pay – RN	G 100
Educational Differential Pay (R20)	G 100
Educational Incentive Pay	G 100
Educational/Professional Differential Pay - Excluded Employees	G 100
Eight and One-Half Hour Work Day Pay	G 100
Enhanced NDI Calculator	E 100
Electronic Devices	N 132
Emergency Response Bonus Pay	G 100
Employee Recognition and Morale Program – FTB	G 100
Employee Recognition and Morale Award	N 127
Employee Time Certification	D 009

Employer Paid Member Contribution	H 200
Entertainment Expenses (CSU)	N 133
Equity Pay	G 100
Established Position	C 300
Exam Bonus	G 100
Exception Notice	D 001
Exceptional Merit Service Award	G 100
Executive Assistant Pay	G 100
Executive Housing Expense	N 135
Extended Duty Pay	G 100

- F -

Fair Share Deduction	H 400
Family and Medical Leave Act	H 825
FAX Documents	A 013, D 011, E 006, H 303
Field Assignment Allowances	(See Long Term Travel)
Field Training Biologist	G 100
Field Training Officer Differential	G 100
Final Settlement	F 001
Firearms Pay Differential	G 100
Fire Fighter Lead Differential Pay	G 100
Fire Mission Pay	G 200
Fire Mission Pay Differential	G 100
Flexible Benefits	H 750
Flight Time Differential	G 100
FLSA Exempt Employee Differential for Declared Emergencies	G 100
FLSA Exempt Employee Differential for Extremely Arduous Work and Emergencies	G 100
FLSA Salary Rate Adjustment	G 100
Folio Pay	G 300, 004
Foreign Earn Income	N 134
Foreign Trade Office Differential	G 100
Forgivable Loan/Doctoral Incentive Program	N 139
Form 1099-Misc	I 911
Forms Completion (General)	A 012
Forms List	- 15 -

Form W-2	I 700
Fringe Benefit	G 150
Fund Transfers, Payroll Revolving	I 300

- G -

Garnishment	H 300
Garnishment Codes	B 031
Glossary	- 1 -
Gratuities	N 157
Gross Type Codes	B 006
Group Legal Services Plan	H 800
Group-Term Life Insurance	N 137

- H -

Header Information	C 200
Health and Safety Incentive Award	N 127
Health Benefit Insurance Deduction	H 720
Hearing Reporter, PUC Pay Differential	G 100
Holiday Credit Buy Back	G 100
Holiday Pay	G 925
Housing/Lodging	N 135
Housing Stipend Pay	G 100

- I -

IDL Sick Leave Supplement Program – CSU	E 425
IDL with Supplementation (IDL/S) - Civil Service	E 450
IDL/S Calculator User Instructions - Civil Service	L 001
Illinois Personal Income Tax	H 119
Immediate Response Assignment Pay Differential (Forestry)	G 100
Incentive Awards Program (BU 13)	G 100
Incentive Compensation Adjustment	G 100
Incentive Program Award (BU 04)	G 100
Incentives Provided By Third Parties	N 127.2
Incident Command Assignment Differential	G 100

Incident Command Team Differential	G 100
Incident Management Assignment Differential	G 100
Income Tax	H 100
Increased Consultation and Supervision Differential	G 100
Industrial Disability Leave	E 400
Institutional Worker Supervision Pay (IWSP) Differential	G 100
Insurance Deduction	H 600, 700
Interchangeable Class Codes	C 318
Interchangeable Position	C 300
Intermediate & Advanced P.O.S.T. Certification Stipend	G 100
Intermediate P.O.S.T. Certification Stipend	G 100
Internal Revenue Service Determination Letters	I 800
Investigator Pay	G 100

- J -

Judicial Branch Bonus Program	G 100
---	-------

- L -

Landscape Maintenance Leadworker License Bonus	G 100
Lead Differential - Community Youth Resource Specialist	G 100
Legislative Per Diem Pay	G 100
LC 4800 Tax Refund	E 200
Levy on Earnings	H 300
Licensed Investigator (Judicial Council)	G 100
Life Insurance	N 137
Life Insurance Deduction	H 600, 700
Limited Duration CEA Pay	G 100
Loan Programs	N 139
Loaned Executive Compensation Differential	G 100
Long -Term Disability (CSU)	H 740
Long -Term Disability (Civil Service)	H 770
Long -Term Satisfactory Service Bonus (CSU)	G 100
Long Term Travel Reimbursements	N 141
Longevity Pay Differential	G 100
Lost Warrant	I 320

Lottery Sales Incentive Bonus	G 100
Lottery Sales Recognition Program	N 127

- M -

M 1000 Skill Pay Differential	G 100
Magnetic Tape	A 001
Maintenance Deduction	H 650
Managerial Performance Appraisal System (MPAS) Bonus	G 100
Managerial Salary Continuance Differential	G 100
Marital Status Codes	B 012
Master Payroll Certification (MPC) System Instructions	M 001
Maternity Leave Pay (CSU)	G 400
Meals and Lodging	N 145
Medical Consultant Bonus Plan	G 100
Medical Officer of the Day	G 100
Medical Technical Assistant License Bonus	G 100
Medicare	H 270
Medicare TDL Leave/Disability Refund	H 280
Merit Award	G 100
Merit Award Program (Cash Equivalent)	N 127
Meritorious Service and Professional Promise	G 100
META Instructor Pay	G 100
Mileage Reimbursement	N 130
Military Leave	G 500
Miscellaneous Incentive Program	N 127
Miscellaneous Incentive Program (Cash Equivalent)	N 127
Miscellaneous Payments	G 001
Mortgage Insurance Marketing Bonus	G 100
Mortgage Insurance Profit Bonus	G 100
Motorcycle Pay	G 100
Mounted Patrol Pay	G 100
Moving Expense Mileage Reimbursements	N 147
Moving/Relocation Expense	N 147

- N -

National Judicial College Differential	G 100
Negative Attendance	D 001
New York Personal Income Tax	H 118
Night Shift Differential	G 050
Non-Commercial Subsistence	G 100
Non-Industrial Disability Insurance	E 100
Non-Licensed Classification Bonus	G 100
Nonresident Alien Tax Treaty Exempt Wages.	N 050
Non-USPS	N 100
Notice of Exception to Payroll	D 008

- O -

Officer-in-Charge Pay	G 100
On-Call Differential Pay	G 100
Organization Code	B 017-035
Other State Income Tax	H 112
Out-of-Class Pay	G 825
Out-of-Class Pay (Excluded)	G 825
Out-of-State Differential Pay	G 100
Out-of-State Pay (Dept. of Insurance)	G 600
Out-of-State Relocation Pay	G 100
Out-Placement (CSU)	N 149
Overtime	G 020
Overtime Meal Compensation (Processed via Non-USPS)	N 143
Overtime Meal Money (Processed via USPS)	G 100

- P -

Paramedic Pay	G 100
Park Maintenance Chief III Differential	G 100
Parking Deduction	H 660
Parking Reimbursement Account	H 860
Passenger Endorsement Equity Pay.	G 100
Passenger Endorsement Pay.	G 100
Pay Adjustment Request	D 004.1
Pay Day	D 006

Pay Period Type Codes	B 007
Payment Type Codes	B 002
Payment Type Suffix Codes	B 003
Payroll Adjustment Notice, Form STD. 674	D 010
Payroll Adjustment Notice - Accounts Receivable (A/R), Form STD. 674 A/R	I 016
Payroll Codes	B 001
Payroll Header	C 200
. Payroll Input Process (PIP) System Instructions	K 001
Payroll Letter	A 001
Payroll Revolving Fund Transfers	I 300
Payroll System, Uniform State	I 141.2
Pension Program Representative Differential	G 100
Per Diem	G 100
Performance Based Compensation	G 100
Performance-Based Lump Sum Bonus (CSU) Non-Exempt Employees . . .	G 100
Performance-Based Lump Sum Bonus	G 100
Personal Holiday Buy Back/Cash Out	G 100
Personal Leave Buy Back/Cash-Out	G 040
Personal Use of State Aircraft	N 125
Personal Use of a State Vehicle	N 129
Personnel Management Technician/Analyst Bonus	G 100
. Personnel Management Technician/Analyst Recognition Pay	G 100
Physical Fitness Incentive Pay	G 100
Physical Performance Pay	G 100
Pilot Project Certificate Incentive Program	G 100
Planned Overtime Pay	G 950
Position Control	C 001
Position Type Codes	B 011
Positive Attendance	D 001
Premium Payments	G 100, 004
Principal Librarian Differential	G 100
Printing Assistants Skill Pay	G 100
Printer, SCIF, Skill Pay	G 100
Prison Industries Administrator Pay	G 100
. Prison Industry Authority - Enterprise Pay	G 100

Professional Competency Pay	G 100
Professional/Competency Pay-Excluded	G 100
Program Technician - California State Lottery Differential	G 100
Program Technician - Department of Consumer Affairs Differential	G 100

- R -

Recruitment and Retention Bonuses	G 100
Recruitment and Retention Differentials	G 100
Redeposit of:	
Garnishment Warrants	H 306
Payroll Warrants	I 310
Payroll Warrants for Garnishment Deduction	I 317
Summarized Warrants	I 316
Redeposit Mailing Procedures	I 318
Refrigeration Certification Allowance	G 100
Regional Director, ALRB Pay	G 100
Relocation Allowance (BU 06)	G 100
Remote Headquarters Mileage	N 130
Reorganization	C 311
Reporting Unit	C 300
Residential Care/Independent Living	G 100
Retirement Codes	B 015
Retirement Deduction	H 200
Retirement Exclusion Amount	H 210
Retirement State Share Percentage	H 210
Retroactivity Charge	A 001
Revolving Fund Transfer	I 300
Rideshare Incentive Award Program	N 127
RN II Lead Differential	G 100
Roll Codes	B 004
Rotating Shift Pay	G 100

- S -

(Revised 01/08)

Safety Bonus, Caltrans	G 100
----------------------------------	-------

Safety Incentive Award Program	N 127
Salary Enhancements.	G 100
Salary Advance	N 103
Salary Garnishment	H 300
Salary Reduction	H 500
Salary Stipend – CSU	G 100
Salary Type Codes	B 009
Satellite Work Location Pay	G 100
Savings Bond (U.S.)	H 620
Schedule 7 A/8	C 500
Scholarships, CSU Fee Waiver Program	N 151
SCIF Employee Suggestion Award	G 100
SCIF Incentive Pay	G 100
SCO Organizational Chart	A 001
Section 4800 Labor Code Tax Refund	E 200
Senior Peace Officer Pay Differential	G 100
Senior Sergeant Pay – CHP	G 100
Senior Traffic Officer Pay – CHP	G 100
Sheet-fed Offset Press Operator II Differential	G 100
Shift Differentials	G 050
Shift Differential Pay - Office of State Printing	G 100
Shift Differential Rates	G 050
Shift Differential Codes	B 008
Short Notice Court Cancellation Pay	G 100
Short Shift Change	G 100
Sick Leave Supplement Program – CSU	E 425
Signature Authorization Personnel/Payroll	I 500
Skill Pay Differential	G 100
Skilled Trades Supervisor	G 100
Social Security	H 250
Social Security/Sick Leave Refund	H 257
Special Assignment Pay	G 100
Special Assignment Stipend	G 100
Special Competency Pay Differential	G 100
Special Investigator Recruitment and Retention Differential	G 100
Special Operations Unit	G 100

Special Payments	G 100
Special Recognition Pay (Termed 10/11/00)	G 100
Special Services Compensation (CHP)	G 100
Split Shift Differential Pay	G 100
Staff Specialist Compensation Pay	G 100
Stale Dated Warrants	I 330
Standard Business Mileage Allowance	N 130
Standby Duty Supervisor Pay	G 100
State Agency Program Fees	H 670
State Codes	B 013
State Disability Insurance	E 800
Statement of Earnings and Deductions	I 750
State Park Superintendent II Differential	G 100
State Registered Nurse Scholarship Award	G 100
Statutory Payroll	I 600
Student Assistants	F 100
Subpoena Process	I 200
Summer Fellowship Stipend	G 100
Summer Session	F 200
Superior Performance Bonus	G 100
Supervisory Performance Awards	G 100
Surveillance Duty Pay	G 100
Survivors Deduction	H 225
Suspended Pay Codes	B 014
Suspended Payment	I 406
Suspended Transaction	I 400
Sustained Superior Accomplishment Award	G 100

- T -

Task Force Commander Differential	G 100
Tax, California Personal Income	H 109
Tax, Federal	H 100
Tax Levy	H 300
Tax, Other States	H 112
Tax Refund	H 100

Tax Program Technician – FTB	G 100
Tax Sheltered Annuity	H 507
Tax Technician – BOE	G 100
Teacher Pay	F 001
Telephone Contacts	A 013
Temporary Disability Compensation	E 300
Temporary Disability Without Supplementation.	H 830
Temporary Help (CSU)	F 100
Temporary Supplemental Salary Adjustment Differential	G 100
Third-Party Sick Pay	N 175
Tickets (CSU)	N 153
Time and Attendance Reports Form 672	D 003
Tips	N 157
Tool Allowance	N 159
Trade Rate Benefit Pay	G 700, 004
Traffic Engineer Differential	G 100
Training (Payroll)	A 001
Training Officer Differential	G 100
Transfer, Payroll Revolving Fund	I 300
Transportation Subsidies	N 161
Twenty-Year Pay Differential	G 100

- U -

Undeliverable Payroll Warrants	I 312
Unemployment Insurance (for tax collection)	H 300
Uniform Allowance	N 163
Uniform Allowance (Subject to Retirement)	G 100
Uniform Allowance (Not Subject to Retirement)	G 100
Uniform State Payroll System	A 001
Unit 9 Bonus	G 100
U.S. Savings Bond	H 620

- V -

Vacation Buy Back	G 100
Van Pool Driver	N 161

Van Pool Incentive	G 100
Vehicles Provided By Third Parties	N 129
Vision Insurance Deduction	H 730
Voluntary Child Support Deduction	H 285
Voluntary Personal Leave Program.	G100
Voluntary Spousal Support Deduction	H 285

- W -

Wage Earner Plan (Chapters VII and XIII – National Bankruptcy Act)	H 327
Warrants, Distribution of	A 001
Warrants, Lost/Destroyed	I 320
Warrants, Redeposit of	I 310
Warrants, Stale Dated	I 330
Water and/or Wastewater Operator Certificate	G 100
Water Treatment Plant Differential	G 100
Weekend Differential	G 100
Welding Certification Bonus	G 100
Welding Certification (CSU)	G 900
Withholding Tax	H 100
Workers' Compensation Insurance Supervisor I Pay	G 100

- Y -

Year End Settlement	F 001
-------------------------------	-------

GLOSSARY/ACRONYM

(Revised 10/02)

- A -

ACADEMIC CALENDAR	Lists actual work days/holidays by month, quarter, semester, and year for academic employees in CSU and Department of Education, Special Schools. Used in lieu of "Nearly Equal Pay Period."
ACADEMIC EMPLOYEE	Employees who teach for an academic year but receive payments for 12 months each year. Work days are based on the academic year calendar for each campus. May be employed in CSU or Department of Education, Special Schools. Use 1/210 or 1/1680 dock formula.

ACTIVE BATCH	A Batch that is Empty, Saved or Closed.
ADDITIONAL POSITION	A position in addition to employee's primary employment. Additional position may be with the same or different appointing power. May be appointed to the same or different tenure or time base.
AGENCY CODE	A three-digit numeric code assigned to a agency/department that identifies that agency for personnel/payroll use.
ALTERNATE FUNDING	Position number other than the employee's regular position number where pay is to be issued from; (e.g. the blanket serial number for overtime pay).
ALTERNATE FUNDING CODE	An operator assigned code (alpha or numeric) which identifies the alternate funding position number entered on the BATCH ENTRY screen.
APPOINTING POWER	A person or group (such as an agency/department) defined by statute that has the authority to make appointments.
AUDIT (Payroll Use)	<ol style="list-style-type: none"> 1. A manual examination/review of documents by Payroll Operations for compliance with legal/system requirements. 2. An electronic data process with programmed audit conditions.
AUTHORIZED SIGNATURE (Reporting Officer)	Signature of person authorized by each Appointing Power (or deputy) to sign various types of payroll documents, certifying that the information is complete, correct, and in accordance with all laws and regulations. - B -
BATCH BALANCE STATUS	Identifies if a batch is in balance (IN) or out of balance (OUT) on the BATCH ENTRY/BATCH INQUIRY screen.
BATCH CREATION METHOD (BCH CREATE MTHD)	Identifies whether a batch is scratch (S) or preloaded (P) from the BATCH DIRECTORY or BATCH SELECTION screens.
BATCH DIRECTORY (DIR)	Provides a list of closed, saved, empty, deleted and processed batches that may be selected for detail inquiry.
BATCH ENTRY	The screen used to enter the batch totals and any Alternate Funding information if applicable on this

screen.

BATCH ENTRY (ENT)	Selection on the T/A Menu screen which allows the operator to enter or re-enter a batch.
BATCH IDENTIFIER (BATCH ID)	Assigned number to identify a batch.
BATCH INQUIRY (BCH)	Is the Inquiry screen containing the same information as the BATCH ENTRY screen.
BATCH SELECTION (SEL)	Provides a list of closed, saved and empty batches that may be selected for detail update, will only display deleted and processed batches when requested in Batch Status field.
BATCH STATUS	Identifies the status of a batch as closed (CLS), saved (SAV), empty (EMP), deleted (DEL), or processed (PRC).
BIWEEKLY	Biweekly refers to a pay plan of two-week increments paid on positive pay. Currently only for Department of Water Resources hydroelectric plant employees.
BONA FIDE ASSOCIATION	Groups of state employees or former state employees whose primary purpose is not to represent employees in employer/employee relations with the state.
BUDGET FUNCTION CODE	Three-digit code in lieu of reporting unit code. Identifies a group of employees reporting under a single budgetary control.
BUSINESS MONTH	Accounting period used by SCO. It includes all payroll warrants and adjustments issued from the second of one month through the first of the following month.

- C -

CASUAL EMPLOYMENT	Employees in the trades and crafts paid at prevailing trade rates.
CBID	Collective Bargaining Identification Designation - identifies group representing each employee for employee/employer relations with the state.
CC	Civil Code (State of California)
CCP	Civil Code of Procedures (State of California)
CIVIL SERVICE	A system of employment used in state service by which appointments are usually determined through competitive examinations.

CLEAR KEY	Used to cancel the request and return the operator to the Time and Attendance Menu screen. Also used to signoff the Time and Attendance System.
CLOSE COMMAND (CLS)	A data entry command; used to close a batch for processing.
COMPUTER-GENERATED	Information produced automatically by the computer from the Employment History or Payroll files.
CONTROL AGENCY	Term used to refer to those state agencies that by law, regulation, or policy exercise control over other agencies; e.g., DOF, DPA, SPB, SCO.
CONTROL KEYS	Pre-programmed keys which perform specific functions.
COPY COMMAND (CPY)	A data entry command; used to create a duplicate copy of any existing batch.
CREATE DATE	The date the batch was created.
CRT	Cathode Ray Tube is a device equipped with a keyboard and display screen used to update and request information from computers. Also referred to as a "terminal".
CSU	California State University
CUTOFF DATE	Final day each pay period for submitting/processing documents affecting payroll for monthly/semimonthly employees.

- D -

DATA BASE	Collection of data organized for rapid search and retrieval by computer.
DECENTRALIZED	Process whereby agency/campus may enter personnel/payroll information on-line.
DELETE COMMAND (DEL)	A data entry command; used to delete a batch from processing.
DELETED BATCH (DEL)	A batch that is deleted/inactive. Inactive batches cannot be updated. Information can be accessed from the PIP Inquiry System.
DETAIL TRANSACTIONS	Refers to the Time and Attendance, Dock or Miscellaneous screens.
DGS	Department of General Services

DIRECT DEPOSIT	Method by which the State Controller's Office automatically deposits employee's payments into their designated bank accounts.
DOCK UPDATE (DCK)	Used to access a detail screen within a batch to key dock requests.
DOE	Department of Education
DOF	Department of Finance - a control agency responsible for funding state positions.
DPA	Department of Personnel Administration - a control agency that interprets and administers the statutes, rules, and procedures pertaining to salaries and benefits for civil service, Finance exempt, and statutory employees.
DUP KEY	Duplication of data. Duplicates information that is the same from the corresponding line on the previous record.
- E -	
EAR	Employee Action Request (Std. 686) - a form used by all state employees to report employee information such as name, address, tax allowances, etc.
EARNINGS ID	A unique number or letter or set on numbers(s) and/or letter(s) up to 4 characters that identifies a specific type of pay.
EHDB	Employee History Data Base (see Employment History).
Enhanced NDI Calculator	The calculator computes the NDI pay and leave supplementation requirements based solely on the data, entered by the user. The calculator does not use employment history and payment history information. See Web site: http://www.sco.ca.gov/ppsd/endi/endi_calc.xls
EMPLOYEE INQUIRY (EI)	Used to inquire pay requests for a specific employee.
EMPLOYEE TIME CERTIFICATION (ETC)	Used to access a detail screen within a PIP batch to key employee time certifications (RETROACTIVE).
EMPLOYMENT HISTORY	Personnel records of employees maintained by PPSD, Personnel Operations, on a centralized computer data base.
EMPTY BATCH (EMP)	The status of a batch when no detail transactions were keyed or selected.

ERASE EOF KEY	Used to erase information within a field.
EXEMPT	Employees appointed or elected to state government positions without competing in the civil service examination process.
EXEMPT AUTHORITY	Salary setting bodies and/or appointing powers for exempt positions. Includes: DPA Exempts, Judicial Council, CSU, Conservation (CCC).
EXISTING BATCH	A Batch that is created and maintained on the PIP system. The Batch Status can be Empty (EMP), Saved (SAV), Closed (CLS), Deleted (DEL) or Processed (PRC).
EXTRACT	The method of pulling batches off of the system to process the data.
- F -	
FC	Family Code (State of California)
FORMAT TYPE	Refers to the Time and Attendance, Dock and Miscellaneous Payroll formats.
FRACTIONAL TIME BASE	Six digits identifying the employee's time base if other than full-time, intermittent, or indeterminate. First three digits are the numerator; the last three digits the denominator; e.g., one half time = 001/002.
- G -	
GC	Government Code (State of California)
- H -	
HARD COPY	A printed paper copy of computer output in readable form.
HEADER (Payroll)	Indicates the name of the agency/campus, reporting unit, name of fund, identification of appropriation, (chapter, item number, etc.) and fiscal year. Always printed on warrant registers and attendance reports.
HEALTH BENEFITS	Health insurance available to state employees who qualify under PERS restrictions.
- I -	
IDL	Industrial Disability Leave - a benefit paid in lieu of TD for members of PERS/STRS.

INACTIVE BATCH	A batch that has been processed (PRC) or deleted (DEL). Inactive batches cannot be updated. Information can be accessed from the PIP Inquiry System.
INTERCHANGEABLE CLASS	Used for specific classes to promote the policy of recruiting employees at entry level and promoting later to a journeyman level without additional budgetary action.
INTERFACE	The transfer of data/information between computer systems such as between Employment History and the Uniform State Payroll System
- J -	
JRS	Judge's Retirement System
JUSTIFICATION (right/left)	Information placed in proper spaces; i.e., all information entered starting at left margin (left justification) or ending all information at same field on right margin (right justification).
- L -	
LC	Labor Code (State of California)
LAST PAGE (LP)	Used only in the Update mode, this command will access the last page of a specific format.
LEAVE ACCOUNTING SYSTEM (LAS)	California Leave Accounting System.
LIAISON UNIT	A unit whose primary function is to receive and respond to telephone inquiries from agencies/campuses concerning documentation, interpretation of the PPM, etc.
LRS	Legislative Retirement System
- M -	
MARS	Management Audit and Review Section - a section for internal auditing within SCO, Division of Audits.
MASS UPDATES	Actions affecting many or all records such as GSI, deduction changes, etc. may be processed automatically by SCO.
MASTER PAYROLL	Regular monthly payroll that is prepared as of cutoff date for monthly rate employees in roll codes 1 and 2.

MASTER PAYROLL CERTIFICATION (MPC) SYSTEM	The on-line system used to update the Certification Status on the Attendance Certification File.
MEDICARE	The hospital insurance tax portion of the Federal Insurance Contributions Act (FICA).
MICROFILM	A reel of film bearing a photographic record on a reduced scale of printed material.
MICROFICHE	A sheet of microfilm that contains micro images of records on employees/agencies.
MISCELLANEOUS UPDATE (MIS)	Used to access a detail screen within a batch to key all pay requests except regular pay and dock transactions.
MOU	Memorandum of Understanding - contracts by Collective Bargaining organizations with the State of California.
- N -	
NDI	Nonindustrial Disability Insurance - a wage continuation program for state employees who are unable to work due to non-work related illness or injury.
NEGATIVE ATTENDANCE	Payroll is prepared in advance of payday and attendance certification based on the premise the employee will receive a full month warrant unless reported otherwise.
NEXT ACTION COMMAND (ACTN)	A field used to request a command.
NONACADEMIC EMPLOYEE	CSU term for employees who provide services that are non-instructional.
NONRESIDENT ALIEN	Any individual who is not a citizen or resident of the United States is a nonresident Alien. An alien individual meeting either the "green card test" or the "substantial presence test" for the calendar year is a resident alien. Any person not meeting either test is a nonresident alien individual.

- O -

OK INDICATOR	For preloaded batches an "X" must be entered in this field to process the employee pay request. For scratch batches an "X" will automatically display when pay is requested and the page has been updated.
OUT-OF-SEQUENCE	Any personnel/payroll action that has an effective date prior to the most recent transaction.
OUT-PLACEMENT SERVICES, CSU	Job placement services provided to certain Management Pay Plan (MPP) employees within the CSU system.
OVERTIME MEAL COMPENSATION	Overtime meal allowance payments, the value of overtime meal tickets and the value of actual overtime meals provided by the employer.

- P -

PAM	Personnel Action Manual - provides instructions for completion and processing of PAR, EAR, NOPA for all employees by departmental offices (except CSU). The Special Projects Bureau of PPSD maintains the PAM.
PAR	Personnel Action Request (Std. 680) - the turnaround form used by departmental personnel offices and Personnel Operations to update employment history for civil service and exempt employees (non-CSU).
PAY ADJUSTMENT REQUEST (ADJ)	Used to access a detail screen within a PIP batch to key adjustments to pay previously issued.
PAY PERIOD	Designation of the period of time for which payment is made. There are 12 periods in a calendar year containing 21 or 22 work days in each pay period.
PAYROLL INPUT PROCESS (PIP)	The on-line system used to key PIP documents.
PAYROLL OPERATIONS	A part of the Personnel/Payroll Operations Branch (PPOB) within the Personnel/Payroll Services Division (PPSD) of the State Controller's Office. The primary function is maintaining the Uniform State Payroll System (USPS) and issuing payments under that system.
PAYROLL PROCESSING CENTER ID (PPC ID)	A two character code identifying a specific department/campus.
PC	Probate Code (State of California)
PERS	Public Employees Retirement System - a control

agency responsible for retirement contributions and benefits; also operates the Health Benefit Program.

PERSONNEL OPERATIONS

A part of the Personnel/Payroll Operations Branch (PPOB) within the Personnel/Payroll Services Division (PPSD) of the State Controller's Office. The primary function is the operation and maintenance of the Employment History Data Base.

PIMS

Personnel Information Management System - a manual that provides instruction for completion and processing PPT and EAR for CSU campus personnel offices. The Faculty of Staff Affairs (FSA) maintains the PIMS of the Chancellor's Office.

POSITION NUMBER

A 13-digit code identified as follows:

First 3 digits are agency/campus
Next 3 digits are reporting unit/budget function
Next 4 digits are class codes
Last 3 digits are serial identifiers of an individual position within each class.

POSITIVE ATTENDANCE

Payroll is issued from the attendance report.

PPM

Payroll Procedures Manual - provides information, instructions for completing, and submitting payroll documents for all departmental/campus payroll offices.
The PPM is maintained in the Special Projects Bureau of PPCS.
Contact: <mailto:acontreras@sco.ca.gov>

PPOB

Personnel/Payroll Operations Branch - the operational system of PPCS which includes:

Payroll Operations
Personnel Operations
Data Management
Tax Support Section
Training Unit
Process and Control
System Analysis and Coordination Support
Video On - Line

PPSD

Personnel/Payroll Services Division - a division of the State Controller's Office that provides personnel and payroll related services to personnel and accounting offices as well as control agencies.

PPT

Personnel/Payroll Transaction, (Std. 456) - the turnaround form used by CSU personnel/payroll offices to update Employment History.

PRELOADED BATCH	A system generated batch which lists employee data from the Employment History and Payroll Data Base.
PROCESS AND GO	A process which simultaneously updates the displayed page and displays the next requested action. Process and Go commands are identified in the MISCELLANEOUS section.
PROCESS DATE	The date in which closed batches were extracted for processing.
PROCESSED BATCH (PRC)	A Batch which has processed through the system and is inactive. Inactive batches cannot be updated. Information can be accessed from the PIP Inquiry System.
PROTECT COMMAND (PRO)	A data entry command; used to unprotect fields so data can be keyed or protect fields that do not require entries.
PTM	Personnel Transaction Manual - maintained by SPB that contains their policy and procedures.

- Q -

QUICK FIND (QF)	Used in conjunction with a SSN, this command will locate a specific employee and list subsequent employees on the remaining lines/page.
-----------------	---

- R -

REFRESH	A data entry command; used to cancel selection(s) on the BATCH SELECTION, BATCH DIRECTORY or EMPLOYEE INQUIRY screens. Also updates the above mentioned screens if new batches or employee records were added at the time of viewing.
REPORT TYPE	A Search Key Field on the BATCH SELECTION and BATCH DIRECTORY to request preloaded batches.
RETIREMENT	May refer to retirement in PERS, JRS, STRS or LRS.
ROSTER	File of employees and/or established positions.

- S -

SACS	System Activities Coordination and Support is a unit within PPSD.
SAM	State Administrative Manual - maintained by DOF and DGS. It is a reference source of statewide policies, procedures, and regulations.

SAVE COMMAND (SAV)	A data entry command; used to save a batch (suspend from processing).
SCIF	State Compensation Insurance Fund - the state agency that administers TD and IDL programs.
SCO	State Controller's Office - the control agency responsible for employment history, payroll, and payment of state claims.
SCRATCH BATCH	An operator created batch which can be used to request all format types (i.e., TA, DCK, MIS) for positive and/or negative employees.
SEARCH KEY FIELD	Used to access specific information. These fields are located on the last line(s) of the screen.
SELECT	A term used when an employee record is to be processed (OK INDICATOR field must indicate "X").
SDI	State Disability Insurance - a partial wage-replacement insurance plan for eligible employees who are unable to work due to non-work related illness or injury or who take time off work to care for a seriously ill immediate family member or to bond with a minor child due to birth, adoption or foster care placement.
SHIFT AGENCY	An agency that has employees whose regular days off are other than Saturday/Sunday. Not related to shift differential pay.
SHIFT DIFFERENTIAL	A higher rate of pay for employees assigned to work evenings or nights.
SPB	State Personnel Board - a control agency.
STANDARD TIME	Time certified as a full month (21 or 22 days) within a pay period.
STATEMENT OF EARNINGS AND DEDUCTIONS	Direct Deposit Advices and attachments to SCO payroll warrants that show employee's name, agency/unit, SSN, pay period gross, deductions, net, warrant number, and tax year.
STRS	State Teacher's Retirement System
SUAM	State University Administrative Manual - provides basic policy and procedures for the CSU system; it is maintained by the Office of the Chancellor.
SUMMER SESSION FACULTY	CSU - employees who teach in the summer session on an academic unit basis.

Department of Education, Special Schools – employees who teach in the summer session on a work day basis.

SUPPLEMENTAL PAYROLL

All payrolls except the master payroll and semimonthly master payroll.

- T -

T/A MENU

The Time and Attendance Menu allows access to Inquiry screens, to specific update screens, and the Help screens. Only one selection at a time can be made on the T/A MENU screen.

TAD

Turnaround document - PAR, PPT, or EAR documents submitted to PPSD for processing generate an updated document that is returned to the agency/campus. They will "turnaround" the document for the next change to the employee record.

TD

Temporary Disability - benefit paid to state employees injured or ill due to work related action.

TEN MONTH ACADEMIC

CSU term - employees appointed on a ten-month basis. May not be paid for two summer months. Employee is separated or placed on non-pay status if expected to return in the fall.

10/12 PAY PLAN

Employees who work 10 months each year may receive 10 month's salary in 12 payments.

TIME AND ATTENDANCE UPDATE (TA)

Used to access a detail screen within a batch to key Time and Attendance (Form 672) requests.

TURNAROUND TIME

The time elapsed between receipt of documents at Payroll Operations and issue date of warrants.

- U -

UI

Unemployment Insurance Code (State of California)

UNSELECT

A term used when an employee record is not to be processed (OK INDICATOR field must be blank).

USPS

Uniform State Payroll System

- W -

WARRANT

Authorization for payment from State of California Treasury (pay check).

WWG

Work Week Group - defines work week/overtime by classification.

LISTED BY SUFFIX: FORMS REFERENCED IN THE PPM

(Revised 01/02)

<u>Form Suffix</u>	<u>Source</u>
CA	SCO - Division of Accounting
CD	SCO - Division of Disbursements
DE	Employment Development Department - www.edd.ca.gov
DPA	Department of Personnel Administration - http://www.dpa.ca.gov
HBD	Public Employees Retirement System – Health Benefits Division
PERS-MEM	Public Employees Retirement System
PPSD	SCO - PPSD
PR	SCO - PPSD - Payroll Operations
SCIF	State Compensation Insurance Fund
SM	SCO - Systems Management
TC	SCO - Division of Accounting
STD	Standard Forms - DGS - Central Stores
VA	Veterans Administration
W	Internal Revenue Services

LISTED BY NUMBER: FORMS REFERENCED IN THE PPM

(Revised 01/02)

<u>Form Number</u>	<u>Title</u>
W-2	Wage and Tax Statement
W-2C	Statement of Corrected Income and Tax Amounts
PPSD 8A	Signature Authorization Personnel/Payroll
HBD-12	Health Benefit Plan Enrollment Form
PPSD 21	Deceased Employee Data
CA 21	Remittance Advice
TC 38	Notice of Transfer
CD 38	Payroll Warrant Register
CD 39	Payroll Warrant/Statement of Earnings and Deductions
CD 39A	Direct Deposit Advice/Statement of Earnings and Deductions
CD 048	Student Assistant Attendance Report
SM 62	Payroll Revolving Fund Transfer Notice
PSD 66	Report of Warrants/Payments Held by Controller
CD 88	Payroll Deduction Authorization
CD 88A	Fair Share Payroll Deduction Authorization
CD 102	Notice of Claim Paid
CD 113	Proof of Lost or Destroyed Payroll Warrant and Request for Issuance of Duplicate Warrant

	A – Block of Warrants
	B – Single Warrant
CD 155	Transmittal Form (garnishment)
PERS-MEM 155	Notice of Change
STD 242	United States Savings Bonds Purchase/Payroll Deduction
PR 250	Payroll Irregularity Notice
SCIF 290	Temporary Disability Verification of State Employee
PR 345	Outstanding U.S. Savings Bond Memo
PR 352	Notice of Incomplete Deduction Action Request
PPSD 360	Parking Adjustment Notice
PR 370a	OASDI/Retirement Arrears
PR 371	A/R Notice
PR 373a	W-2 Transmittal Form
STD 407	Changes in Payroll Header
CD 413	Garnishment Warrant Action Notice
PR 421	Payroll Header Report (407)
STD 422	Report of Salary Advances Paid/Offset
STD 435	Request For Duplicate Controller's Warrant
STD 436	Request for Duplicate Wage and Tax Statement
CD 446	Payroll Deduction Report
STD 456	Personnel/Payroll Transaction (PPT)
STD 457	Student Payroll Action Request (SPAR)
STD 458	Voluntary Child Support Deduction/Authorization
STD 459	Voluntary Spousal Support Deduction/Authorization
STD 603	Report of Absences Without Pay
STD 607	Change in Established Positions
STD 614	Signature Card
STD 625	Request for Certification
STD 639	Salary Garnishment
STD 650	Miscellaneous Deduction Change Report
STD 666	Report of Exceptions to Payroll
STD 671	Miscellaneous Payroll/Leave Actions
672 (CD)	Time and Attendance Report
STD 674	Payroll Adjustment Notice
STD 674 A/R	Payroll Adjustment Notice, Accounts Receivable (A/R)
STD 674D	Industrial/Non-Industrial Disability Pay/Adjustment Request
STD 675	Supplementary Wage Deductions

STD 676P	Non-USPS Adjustment Request-Payments (Fringe Benefit/Employee Business Expense)
STD 676V	Non-USPS Adjustment Request-Values (Fringe Benefit/Employee Business Expense)
STD 680	Personnel Action Request (PAR)
DPA 682	Pre-tax Parking/Third Party Administrator/Reimbursable Account Enrollment
STD 683	Pay Adjustment Request (ADJ)
STD 686	Employee Action Request (EAR)
STD 692	Dental Plan Enrollment Authorization
STD 698	Life Insurance Enrollment Authorization
STD 699	Direct Deposit Enrollment Authorization
STD 700	Vision Plan Enrollment Authorization
STD 701C	Cash Option Enrollment Authorization
STD 701R	Reimbursement Account Enrollment Authorization
STD 702	Consolidated Benefits (CoBen) Cash Enrollment Election
PERS-MEM 823	Authorization for Contribution and/or Rate Adjustment
STD 966	Employee Time Certification (ETC)
STD 995A	Non-USPS -- Agency Collection Accounts Receivable
STD 995R	Non-USPS -- Refund of Over collections
PR 1740A	Notice of Deduction Deletion or Temporary Discontinuance
DE 8500A	Authorization to Pay Nonindustrial Disability Insurance
DE 8501	Nonindustrial Disability Insurance
DE 8517c	Notice of Determination
DE 8545	Information Collection and Access
VA 29-483	Certificate of Renewal
HCRAENR	Pre-tax Parking Deduction Election Authorization (CSU)